



PRINCETON DAY SCHOOL

Middle School Hybrid & Remote Learning Policy

The intent of this policy is to outline the standards and behaviors that are expected of students during remote learning. This contract also provides details as to how parents can support the remote learning experience and what can be expected from your teachers.

Student Expectations

- Attend “school” each day, much as you would face-to-face (F2F).
- Adhere to the PDS code of conduct and behave with integrity and honesty.
- Be present for attendance in homeroom by 8:15am.
- Read and acknowledge the Acceptable Use Policy (AUP) regarding technology and the internet.
- Check both Gmail and Schoology daily.
- Regularly check course Schoology pages and calendars.
- Participate actively in each online course:
 - Camera on
 - Mic off unless asking or answering questions
 - Students will be in appropriate school attire
 - Students will be seated at a work area
- Attend mandatory meetings. During hybrid learning, such meetings include class meetings, Focus, and grade level morning meetings on Zoom. During remote learning, additional meetings such as advisory, homeroom, and classes will also be mandatory.
- Do not audio or video record any class sessions. Recordings will be made available by the teacher if necessary.
- Complete coursework by the posted due date and time. If you cannot make a deadline, be proactive and communicate with your teacher.
- Communicate with your teachers and advisor on Gmail and in Schoology in a professional and respectful manner.
- Become familiar with the means by which you can access feedback from your teachers and respond accordingly to that feedback.
- Seek help from your teachers as needed.

Parent Expectations

- Ensure that your student has the necessary equipment and internet access.
- Provide your student with a safe and appropriate place to work and participate in classes while at home.
- Do not audio or video record any class sessions. Recordings will be made available by the teacher.
- Ensure that your student has sufficient time in their schedule to work each day on the courses.
- Become familiar with the means by which you can receive progress reports, and never be afraid to ask your student to show you their course work and progress.
- Encourage your student to seek help when stuck or frustrated.
- Ensure that all tests and work is done independently by your student, without the aid of others.
- Communicate academic concerns with teachers, your child's advisor, and/or the learning specialist, as needed.
- Use discretion while trying your best to limit your presence during remote instruction.

Teacher Expectations

- Follow the posting guidelines for Schoology course pages (weekly and daily folders, weekly overviews, assignments with correct formatting, Zoom calendar events) by Sunday at 7pm.
- Post all Zoom meetings for the week to the Schoology Calendar on Sunday with correct formatting.
- Do not ask students to use social media of any type to complete assignments.
- Post weekly overviews of the week on Schoology each Sunday by 7pm.
- Email students and families the weekly overview each Sunday by 7pm.
- Teach students where to find feedback from you and what they are expected to do in response.
- Communicate feedback in a timely, concise, and compassionate manner.
- Be available each class period via ZOOM.
- After each day of online classes, respond to student questions, give timely student feedback, and post all needed documents with timeliness and clarity.
- Respond to parent and student emails within 24 hours.
- Reach out to students individually, check in with the students' other teachers, collaborate with administrators on students of concern and keep parents in the communications loop.